



## REQUEST FOR FAMILY FOSTER HOME EXCEPTION

An exception to a Regulation may be allowed by the department if:

- (1) The applicant requests an exception from the department; and
- (2) The exception is determined to be in the best interests of the child(ren) or their families.

Please complete the following and return to **Kansas Department of Health and Environment**, fax if request is urgent.

I/we request an exception to K.A.R. # \_\_\_\_\_.\* Exception is needed from \_\_\_\_\_ until \_\_\_\_\_  
(Date) (Date)

Current License Capacity \_\_\_\_\_ and age range \_\_\_\_\_.

Reason for request: [ **Explain how this exception request is in the best interest of each child. If this exception is granted, how will you assure the health, safety and well-being of children in care?** Use separate page if needed]

**NOTE:** If request is to exceed license capacity, please include names, dates of birth and gender of all children (including provider's own and related children) in the home and those to be placed. Include a floor plan and designate where each person will sleep, **the size of bedrooms and location and size of windows**, and indicate if adequate beds and cribs are available. **If the use of a type of bed other than what has already been approved is planned, please include the description.** Do any children to be or in placement have special needs? (Describe). Describe any unresolved complaints or investigations for this facility. Indicate if any children to be placed are siblings.

Name of Family Foster Home [as on license]	License Number	Address	City	Zip	County
Telephone Number	Fax Number	E-mail Address		Date	

**This request has been completed by the Child Placing Agency social worker and is being submitted at the request of the foster parents.**

Signature of CPA Social Worker	Telephone Number	Fax Number	E-mail Address	
Sponsoring CPA	Address	City	Zip	County

KDHE Administrator Response: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_  
Comments:

Signature of KDHE Administrator \_\_\_\_\_ Date \_\_\_\_\_

If the exception is for increase in capacity, it is valid through the approval date or until any child leaves care, whichever occurs sooner.

Note: Foster Home is to retain this form in their licensure file on the premises